

**Residential Tenancy Application**

<b>Rental Property</b>	Address...
<b>Tenancy Requirement</b>	Start Date..... Term.....months Rent \$.....p/w Bond \$..... 1 months rent
<b>Applicant's Full Name (photo ID required)</b>	Surname..... First Name..... Male/Female
<b>Contact Details</b>	Ph (AH)..... Ph (Bus)..... Mobile..... Email Address.....
<b>Current Address</b>	Address..... Rent Paid \$..... How Long Have You Lived At This Address..... Landlord/Agent..... Phone..... Contact..... Reason For Leaving.....
<b>Previous Address</b>	Address..... Rent Paid \$..... How Long Have You Lived At This Address..... Landlord/Agent..... Phone..... Contact..... Reason For Leaving.....
<b>Current Employer</b>	Employer..... How Long..... Position Held..... Nett Weekly Salary \$..... Contact..... Ph (Bus)..... <b>If Self Employed</b> Accountant..... Phone..... Other Nett Income \$..... Pensions/Allowances.....
<b>Previous Employment</b>	Former Employer..... How Long..... Position Held..... Nett Weekly Salary \$..... Contact..... Ph (Bus)..... <b>If Self Employed</b> Accountant..... Phone.....

<b>Personal Details</b>	Date of Birth..... Own Vehicle Yes / No Make Model..... Reg. No..... Drivers Licence No..... (attach copy) or Passport No..... (attach copy) No. of Occupants Adults..... Children..... Ages..... Pets: Dog Inside / Outside Cat Inside / Outside Other.....
<b>Next Of Kin</b> (not living with you in case of emergency)	Name..... Relationship..... Address..... Ph..... Mob..... Name..... Relationship..... Mob.....
<b>Personal References</b> (Not Relative)	1..... 2..... 3..... (attach Copies of Any Written References You May Have)
<b>Bond Contribution</b>	Name..... \$..... Name..... \$..... Name..... \$..... Ministry of Housing Yes / No \$.....

**How did you find out about the property?** Internet  Newspaper  Rental List  Board  Other   
If Internet, which site? Real estate.com  Real estateview.com  Domain.com  donaldsonmartin.com

**Do you currently have an application with another agent?** Yes / No

**Do you intend to purchase a property in the future?** Yes / No

I confirm that

- I acknowledge that this application to lease this property is subject to the Owner's consent and the availability of the premises on the due date required. No action will be taken against the Owner or Agent if this Application is unsuccessful or upon acceptance should the premises not be ready for occupation on the due date for whatever reason.
- I acknowledge that only the people listed on this application form or attached application form are permitted to live at the property. I agree not to sublet or allow anyone else to live at the property without the landlords written permission.
- The Tenant is responsible for the connection and payment of electricity, gas, telephone and water consumption.
- I acknowledge that, once approved, the full amount of the bond must be made by bank cheque or postal note made payable to the RTBA and the rent by cash, separate bank cheque or postal order made payable to Donaldson Martin & Co. Pty. Ltd. Cash or personal cheques will not be accepted for the bond.
- The applicant also notes that all written references, payslips, drivers licence and passports and any other attachments to this application are to be copies only, no originals will be accepted. The applicant further acknowledges that all unsuccessful application forms and its attachments will be destroyed within seven days of the property being let. Application forms cannot be transferred to other properties.

**I hereby declare that the above information is true and correct to the best of my knowledge**

**Signed..... Dated.....**

**PRIVACY ACT 1988**

The personal information you provide in this application or which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference bases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and Landlord. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If the Applicant would also like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.